REQUESTING A MAGIC PASSWORD
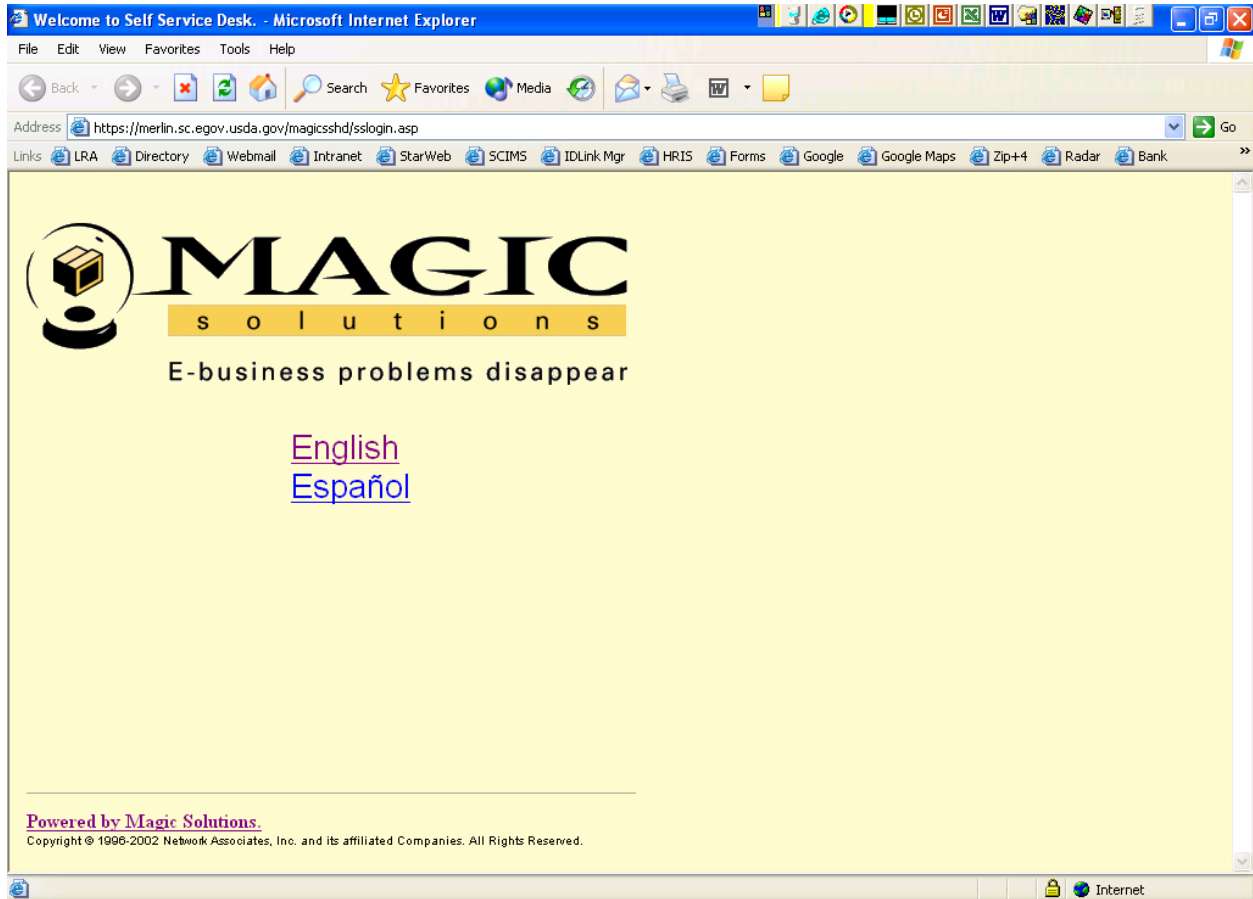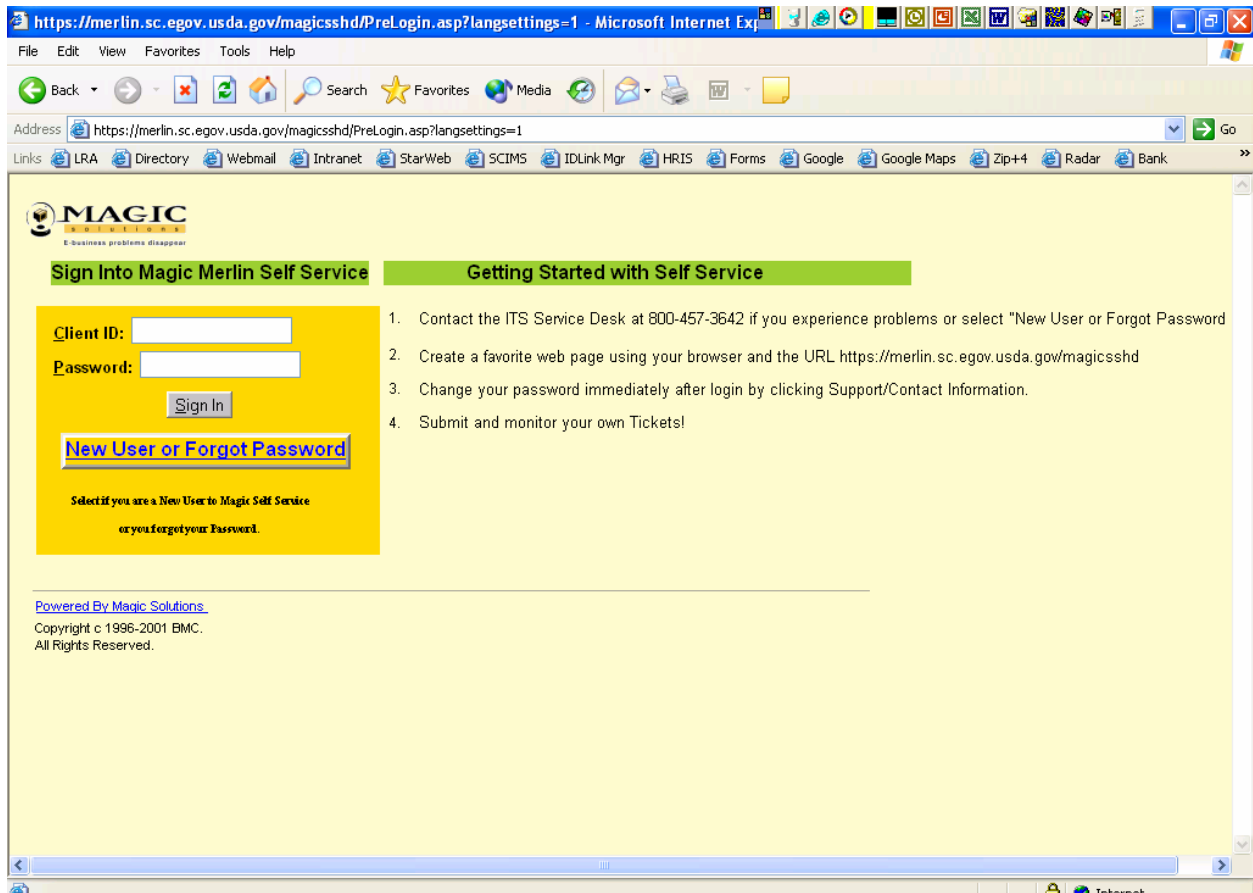

Double click the MAGIC icon on your desktop (if you have one) or go to the following URL: https://merlin.sc.egov.usda.gov/magicsshd/. You can also access the Self Service Module from the ITS Service Desk NewsFlash Page (http://helpdesk.itc.nrcs.usda.gov/newsflash/) and Select the Magic Merlin Self Service Icon.

On the screen above choose the language you wish to use.

On this screen enter the numbers portion of your e-Auth ID in the client ID field.
(If your e-Auth ID is XY123456 - you would enter 123456 in the client ID field.)

Click on the NEW USER OR FORGOT PASSWORD BUTTON

Complete the fields on this form. Remember…the client ID is only numbers.

The PHONE: field will only take the area code and phone number digits…put your extension in the NOTE field.

Click the SUBMIT button.

You will get a message that you have successfully requested a password. The password will be emailed to you. It will appear to come from you. Please do not delete this password as you will need it to begin using MAGIC. Please just hang onto it until the training.

As always…if you have any questions or concerns, please feel free to your ITS Technical Support Representative or you may call the ITS Service Desk (800)457-3642.